



South Dakota Department of Health WIC Program Retailer's Note – March 2007

BANK CHANGES AND FUTURE OVERCHARGES ON WIC CHECKS

Effective April 1st the banking process for overcharges will change. We will no longer do a post edit process in the WIC Office; WIC's bank First Premier will now begin doing a pre-edit process. What does this mean for the Retailer? Before payment will be made to Retailer, First Premier Bank will return checks to you if any of the following are determined:

- No signature;
- No Vendor stamp or number; or unauthorized Vendor stamp or number;
- Unreadable Vendor stamp or number;
- Altered redemption amount – no authorization code;
- Checks submitted for payment forty five (45) days past the issuance date of the check;
- Missing purchase date;
- Food prescription altered;
- Check presented for payment prior to the issue date or after the expiration date;
- Check exceeds maximum amount allowed.

Some examples why the check would be an overcharge:

- Not sending the price in to our office for a new formula, another food you may have added or a price increase.
- If a price on your price list is considerably higher then others in your peer group.
 - Reminder - all retail prices must be in compliance to the cost containment by peer group. If you are out of compliance you will be getting the WIC check back, and must contact the State Office to correct before resubmitting the check to your bank for payment.
 - We will be running cost containment reports in the near future. We sent out a list of items that exceeded the maximum price to some of you last August, this will be the same process. If your store falls into this category you will be receiving a letter from us soon.
- If checks are switched at the point of sale. For example putting 6 cans of formula on the 2 can check.

If checks are returned to you by the bank you will need to contact Renee Osterkamp or Dawn Boyle for approval to send through to be processed. If they are not available someone else in the WIC Program will assist you.

The face of the WIC checks will also be changed slightly; there will be an additional area on the front of the check for you the retailer to manually put the redemption date. This box is located in the upper right hand portion of the check, directly above the printed issue date of the check. This is intended to help in the reduction of checks being accepted prior to and after the acceptable redemption dates. (See circled area on the example check)

STATE OF SOUTH DAKOTA DEPARTMENT OF HEALTH WIC PROGRAM					
Local Agency	Family ID	Client ID	Authorized Payee	Date of use	
AUX	6157	19885	Mom Dauber	Issue Date	02/15/2007
Agency / Plankinton			Client: TestB Infant Daub	Expiration Date	03/14/2007
Not Valid Without			95002332		
SD WIC Retailer Stamp Here			<div> <div> <div>For These Items Only</div> <div>1 And 1/2 Gallons Fluid Milk (Churn, 1%, 2% or Whole)</div> <div>30 Cans Cereal</div> <div>12 Cans Frozen Juice</div> </div> <div> <div>Actual Amt. of Sale</div> <div>Dollars</div> <div>Cents</div> </div> </div>		
<small>ENDORSE SIDE OF THIS FOOD INTERMENT IS SUBJECT TO STATE AGENCY'S INSPECTION</small> FIRST PREMIER BANK <small>SIOUX FALLS, SOUTH DAKOTA</small> <small>ISSUANCE OF THIS CHECK IS SUBJECT TO THE FOLLOWING CONDITIONS</small>					

The next notable change in our banking contract effective on April 1st is the time frame in which you will be able to submit WIC checks for payment. As of that time the WIC checks must be submitted for payment no more than 45 days from the date of issuance. This is a change from 60 days in the past.

PRICE LIST INFORMATION

Price Lists will only come out two times a year (January & July) instead of quarterly. Between these two Price Lists it will be extremely important that you send in your Price List updates on the WIC Foods Price List Update form provided by our office. The price lists will now be collected prior to the months of issuance. Vendors will receive a price list in May for prices that will be used July – December and in November for prices that will be used January - June. This change is due to the banking indicated above.

For those Retailers who have Pharmacies located in their store, it is important to send the price of the special formula sold in the Pharmacy to us so we can get it added to your price list.

REMOVAL OF FORMULAS

Effective July 1, 2007 these formulas will no longer be prescribed by WIC so they will be taken off of the SD Department of Health WIC Price List.

- Enfamil with Iron – powder, conc. RTF
- Enfamil Lipil low Iron – powder, conc., RTF
- Nestle Good Start Essentials – powder
- Nestle Good Start Supreme – powder, conc., RTF
- Similac with Iron – powder, conc., RTF
- Similac low Iron – powder, RTF
- Similac Advance – powder, conc., RTF
- Similac 2 Advance – powder
- Similac Isomil – powder, conc.,
- Similac Isomil Advance – powder, conc., RTF
- Similac Isomil 2 Advance – powder
- Similac Lactose free Advance – powder, conc., RTF

MISSING SIGNATURES

REMINDER – We are still getting many notices that WIC checks are not being signed. Please review the WIC Retailer Agreement Section 1.B.4. it states **“To require the participants, parents and caretakers of infant and children participants, or proxies to present a WIC ID Pouch insuring identification and signature verification”**. WIC checks should be treated just like a personal check from any other customer and not accepted without a signature. Section G4 (d) of the WIC Program Retailer Agreement states: **Failure to obtain signature at the store –2 sanction points per check.**

FOOD SHOPPING GUIDE

The South Dakota WIC Food Shopping Guide is to be accessible by each register. If you need more please contact Renee Osterkamp. For quick reference you can also access it at this Department of Health Website. <http://www.state.sd.us/doh/WIC/documents/foodGuide2006.pdf>

AMERICAN CHEESE

There continues to be questions asked regarding American cheese and what is allowed. American cheese must be prepackaged brick cheese in a clear wrap or **Kraft American Deluxe Cheese in the blue box IS ALLOWED as of October 2006. No sliced Kraft American Cheese!**

Thank you for your continued support in making the WIC Program a success!!
--

WIC Retail Management Staff

Dawn Boyle, MIS/Retailer Specialist
Telephone 773-4792
FAX 773-5942
Dawn.Boyle@state.sd.us

Renee Osterkamp, Retail Coordinator
Telephone 773-4782
FAX 773-5942
Renee.Osterkamp@state.sd.us